



Utah Department of Transportation

Employee-Provided Cell Phone Allowance Agreement

EIN: _____ Effective Date: _____ Fiscal Year: _____

The Department of Transportation has determined that _____ (employee) must have cell phone service for following business reasons:

- The Department needs to be able to contact the employee outside of normal business hours for business purposes.
- The Department requires that the employee be available to communicate with customers and Department management and respond to important emails while away from the office.

The Department has determined that the most cost-effective means of providing cell phone service to the employee is to allow the employee to use personal cell phone service for business purposes and to give the employee an ongoing allowance to cover the business use. This allowance is not taxable to the employee because the allowance is provided to the employee for valid business reasons, the allowance is calculated on the services needed for business purposes and does not include extra services needed for personal reasons, and the allowance does not exceed the cost of the service. The employee does not have to track personal usage and business usage.

Select allowance:

☐

Voice & Data (\$30 per pay period)

☐

Voice only (\$20 per pay period)

☐

Data only (\$15 per pay period)

The following conditions apply:

- The employee agrees to use a personal cell phone for the business purposes stated above.
- The employee is responsible for the purchase of and payment for all equipment, accessories, and service plans.
- The employee will retain cell phone service at the current level or better.
- The employee will notify the employer immediately if the monthly cell phone service cost decreases below the allowance amount, or if the service plan is reduced.
- Allowances paid under this agreement will be discontinued when the business need for cell phone service is no longer justified or the employee is no longer employed by the Department.
- This agreement may be discontinued upon 30-day notice by either party.
- The Department may garnish the employee's wages to recover ineligible allowances paid.
- The employee understands that personal data on the phone may be reviewed as part of a court action related to business data.
- This agreement will be reviewed, signed, and resubmitted at the start of each fiscal year.
- The employee will keep copies of monthly cell phone bills on file for at least one year for audit purposes.

Employee's Signature

Date

Supervisor's Signature

Date

Executive Director's (or designee's) Signature

Date

Submit completed form to the Comptroller's Office Payroll Coordinator for processing.



Utah Department of Transportation

Employee-Provided Cell Phone Checklist – Region 4

EIN: _____ Name: _____ Title: _____

If you are interested in switching from a State-provided cell phone to an employee-provided cell phone, you must complete the following steps:

1. Already be issued a State-provided cell phone.
2. Notify your supervisor and obtain approval to make the switch.
3. Complete the Employee-Provided Cell Phone Allowance Agreement.
4. Forward the form to Shayla Marquardson (shayla@utah.gov) and cc: Nathan Lee (nlee@utah.gov), Jami Gentry (jami@utah.gov), and Tim Walden (twalden@utah.gov).

Please include the following information:

- a. Which carrier provides service for your State-issued cell phone? _____
- b. If you will be transferring a State-issued cell phone number to a personal account, please list the cell phone number: _____
OR
If you will be using a new or existing personal cell phone number for business use, please list the cell phone number: _____

Shayla will forward the form to Nathan for approval. Upon approval, Shayla will notify you to proceed with obtaining a new plan or modifying your current plan. Shayla will also submit the form to Laurie Howard in the Comptroller's Office for processing.

The Effective Date will determine the start of the ongoing allowance and should be set after the State-provided service is terminated. State-provided cell phone service may not overlap with the allowance for an employee-provided cell phone.

5. Submit a copy of your cell phone plan to Shayla.

Thank you for your cooperation. The completed form and the information you have provided should help with a quick and smooth transition.

Timothy W. Walden
Administrative Services Manager
UDOT Region 4
435-896-1301